

**CDBG**  
**Public Service Grant Funds**  
**PROGRAM GUIDELINES**

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

**HIGH POINT, NORTH CAROLINA**

**COMMUNITY DEVELOPMENT AND HOUSING DEPARTMENT**



**FY 2016 – 2017**

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## **CDBG**

### **Public Service Grants**

#### **Guidelines and Information**

The City of High Point will allocate approximately **\$64,990** of its federal Community Development Block Grant (CDBG) entitlement funding, available as of **July 1, 2016** for certified **501(c)(3) non-profit organizations** for projects primarily benefiting High Point's low to moderate income citizens. Applications for CDBG grant funding will be reviewed by the Citizens Advisory Council (CAC), a nine-member citizen's board appointed by City Council to make recommendations related to the city's CDBG funded programs.

Organizations wishing to apply for CDBG grant funding must complete an application. ***Please answer the questions on this form using the space provided, as the CAC wants the same basic information from all applicants. If you would like to provide additional information or need additional space to answer the application questions, please attach the information to the back of the application.*** You may request an electronic copy of the application or type your own duplicate form for your convenience, in which case you may expand the space for your responses. If you type your own duplicate form, it must be an EXACT replica of the application. ***Applications that do not follow the required format may be rejected by the CAC and may not be considered for funding.***

Applicants for the CDBG grant funding will be asked to present their requests to the CAC, and answer any questions from CAC members, at a meeting held by the CAC on **Thursday, February 25, 2016**. City staff will contact each applicant to establish the time for the presentation.

***Please return your completed application by 4:00 p.m., Friday, January 8, 2016, to the City of High Point's Community Development and Housing Dept.***

#### ***Physical Address/Phone Numbers:***

Lauren Atwell-Bass, Community Resource Specialist  
Community & Neighborhood Development Division  
201 Fourth Street  
High Point, NC 27260 Office: (336) 883-3689 or 883-3041 Fax: (336) 883-3046

#### ***Mailing Address:***

Lauren Atwell-Bass, Community Resource Specialist  
City of High Point, Community Development & Housing Department  
P.O. Box 230, High Point, NC 27261

## ***I. CDBG Public Services Grant Program Description***

**Program Description:** This program provides CDBG grant money to local public services agencies and community organizations. The grants must be used to plan and implement projects that improve the lives of people living in low and moderate-income neighborhoods.

**Program Users:** Neighborhood organizations, non-profit agencies, civic groups, church groups, or any organization implementing a project designed to improve the lives of residents in low to moderate-income neighborhoods.

**Eligibility Requirements:** All activities must meet all CDBG guidelines and regulations established by the Department of Housing and Urban Development (HUD), and other local restrictions established by the High Point City Council. While churches may use CDBG funds to sponsor eligible community activities, the activities may not be religious in nature, directly or indirectly, or be limited to or predominantly for members of specific churches.

**Funding Source:** Federal CDBG Program funds

**Available Funds:** \$64,990.00

**Deadline for Submitting Application:** Friday – January 8, 2016, 4:00 p.m.

**Time Frame of Project Implementation:** July 1, 2016 through June 30, 2017.

No project expenses prior to or after the time frame are eligible for reimbursement.

**Obtaining Application:**

- (1) Download from website at [www.highpointnc.gov/cd](http://www.highpointnc.gov/cd)
- (2) Request electronic application via Email at [lauren.atwell-bass@highpointnc.gov](mailto:lauren.atwell-bass@highpointnc.gov)
- (3) Call the Community Development & Housing Department at 883-3689 or 883-3041 to request a copy of the funding application.

**For Application Assistance Call:** Lauren Atwell-Bass at the office of Community & Neighborhood Development (336) 883-3689 or 883-3041.

## ***II. Mission Statement***

To award grants to organizations which will use the funds for activities which improve the quality of life in low-income neighborhoods and which discourage adverse conditions such as crime, drug use, violence, vandalism, littering, and social neglect by empowering the community to help renew its neighborhoods through community activism.

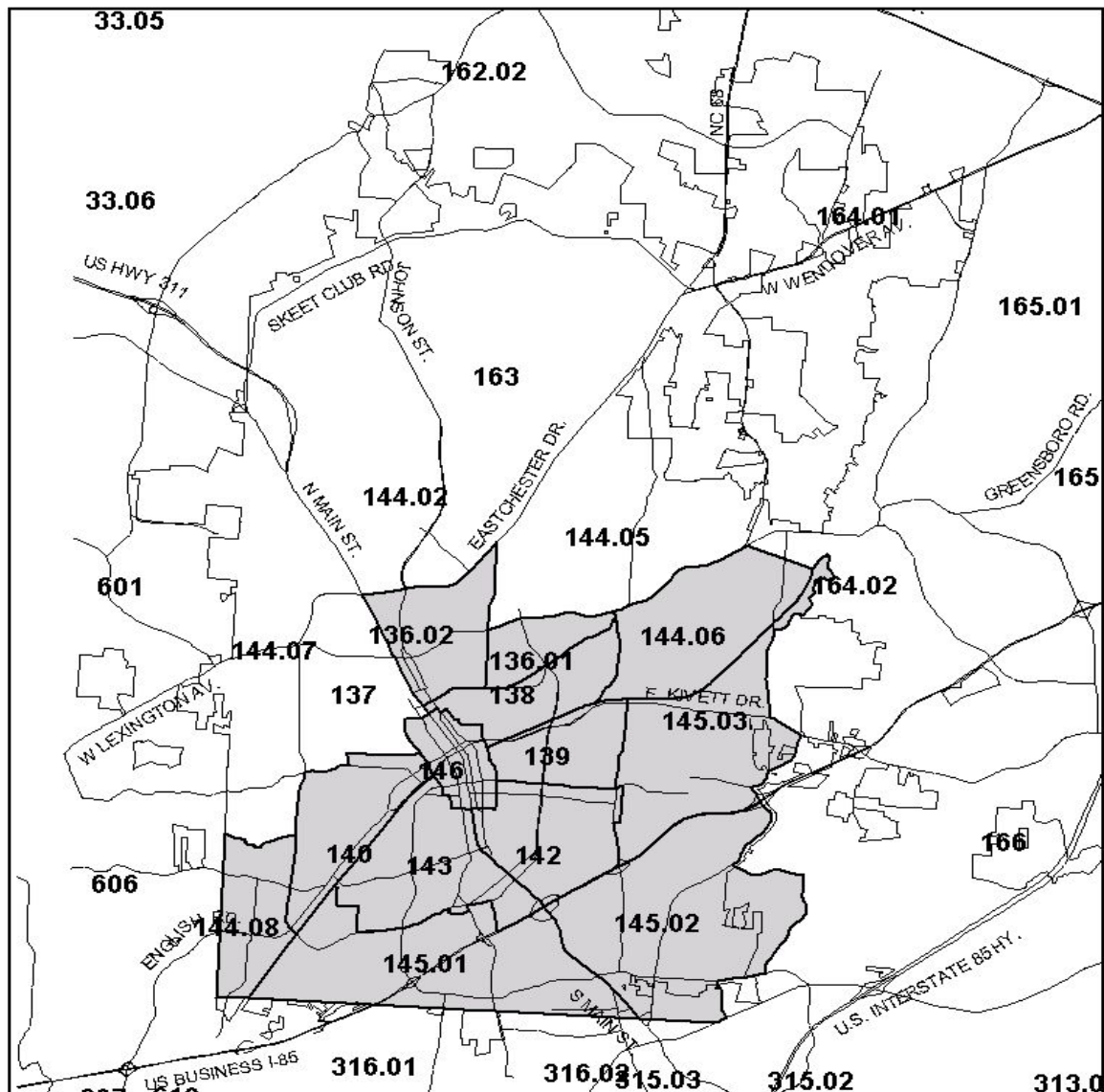
### **The Public Service projects should be designed to:**

- Improve the quality of life for low to moderate-income persons or neighborhoods.
- Provide supportive services for special needs populations such as youth, elderly, disabled, homeless, abused women and children, persons suffering from addictions, and other disadvantaged persons.
- Promote cultural diversity.
- Promote educational and health education.
- Spur interest and participation in neighborhood associations.
- Provide seed money for a variety of community events, programs, and projects.
- Allow residents to participate in improvements in their own neighborhoods.
- Encourage citizen involvement and leverage resources to revitalize low and moderate-income neighborhoods.
- Encourage partnerships between City Hall, residents and other community organizations that will result in projects and activities that benefit a community.
- Instill and foster community pride.
- Promote neighborhood beautification and revitalization.
- Discourage adverse neighborhood activity such as drug use, crime, and vandalism.
- Inspire and support the healthy development of youth.
- Improve the quality of life or affordable housing opportunities in declining neighborhoods.





### III. Eligible Neighborhoods

Any low to moderate-income neighborhood in the city limits of High Point will be eligible. Neighborhoods outside the boundaries designated as low income and which have a median household income below the city median will also be eligible.



**Census Tracts for Targeted CDBG Activities**

-  High Point City Limits
-  Eligible Census Tract

High Point GIS  
Community Development and Housing Department  
June 1999



## ***IV. Eligible Organizations***

Organizations certified as 501(c) 3 non-profits are eligible to apply. Eligible applicants include Neighborhood Associations, organizations of residents, churches, civic groups as well as organizations providing human services. **All applicants must include their certification as a non-profit and most recent audit as attachments to their application.** While churches are eligible to apply for CDBG funds, the proposed activity must not be religiously oriented. Applicants need to be aware that certain restrictions will apply to religiously oriented organizations.

It is recommended that church or religious groups contact the Community Development and Housing office to discuss the restrictions before completing the application.

CDBG funding recipients may not discriminate on the basis of race, gender, nationality, ethnicity, religion, creed, or disability. The applicant must actively seek or encourage participation from everyone residing in or operating businesses in the target neighborhood.

Applications will not be accepted from organizations that have failed to satisfactorily complete the CDBG funding application or follow the required format.

## ***V. Eligible CDBG Public Service Grant Projects***

- May use funds as seed money for salaries, professional service fees, the purchase of supplies, materials, goods, and services directly related to the implementation of the project.
- Must provide services to low to moderate-income persons or neighborhoods.
- Activities must be implemented within the city limits of High Point.
- Must comply with all applicable local and federal health, safety, and legal regulations.
- Should not duplicate existing private or public program services or operating budgets that are already available to the targeted beneficiaries or community.

## **Neighborhood and Housing Improvement Projects**

These are physical improvement projects that make neighborhoods better places to live, work, play, or shop. Proposals will be reviewed for compliance with applicable laws and City policies. All neighborhood based activities must be identified on a map at time of application. Please note that organizations proposing landscaping or beautification projects must provide detailed plans of their projects prior to receiving funds.

Contingencies and restrictions apply to projects in this category. If any type of tool is requested, include your plan for storing and maintaining the tool(s). Examples include:

- Landscaping and beautification projects
- Tree planting
- Community gardens
- Neighborhood signs
- Shelters or playground improvements
- Murals
- Graffiti removal
- Neighborhood clean-up events
- House painting/fix up repair projects
- Handicap ramps

## **Neighborhood Organizing and Organizational Development**

Neighborhood organizing projects should create new or more broadly representative neighborhood associations. Organizational development projects increase the vitality and effectiveness of existing neighborhood associations. This category includes:

- Organizing a Neighborhood Association
- Leadership training
- Board training
- Goal setting and planning assistance
- Membership recruitment (outreach)
- Technical training to develop project implementation capacity
- Street festivals or block parties (the goal of the street festival must relate to achieving a specific goal such as organizing a neighborhood association)
- Neighborhood newsletters and fliers

## **Crime and Public Safety**

Projects that reduce crime or increase public safety and awareness are also encouraged. Applicants wanting to post signs must receive prior approval from the City's Transportation Department. Examples of crime and public safety projects include:

- Signs for neighborhood crime watch programs
- Painting house numbers on curbs
- Drug awareness programs
- Fire safety programs
- Removal of sight obstructions
- Anti-crime and anti-violence events
- Projects to discourage loitering



## **Neighborhood Public Services, Health, Education, Recreation, and Cultural Initiatives**

These projects are aimed at enhancing the educational, recreational, and cultural opportunities to all neighborhood residents. Examples include:

- Costs for educational materials; tutoring supplies
- Books, paper products
- Transportation (must be essential to the activity)
- Meeting space
- Advertising
- Workshops or health awareness events

Projects and activities funded under this category must be completed in six months after award unless otherwise agreed upon. If the project is intended to become an ongoing service, the applicant should indicate how the project will be funded in future years. Examples include:

- Increasing the availability of daycare, pre-school and after-school activities.
- Cultural, recreational, and educational activities for youth
- Outdoor activities or environmental awareness
- Tutoring, reading incentive programs, literacy, and mentoring projects
- Parenting and/or life skills training
- Health awareness
- Food banks or food shuttles
- Services to the homeless, elderly, and disadvantaged youth
- Services to special needs populations such as the physically or mentally challenged

## **VI. Ineligible expenditures**

Ineligible expenditures generally include but are not limited to:

- Direct or indirect administrative costs
- T-shirts (unless these are a required part of program – i.e. uniforms)
- Office equipment
- Computers and software
- Field trips as incentives or rewards
- Gas allowance for volunteers
- Activities external to the City limits

The CAC reserves the right to deem ineligible, any activity it believes is not appropriate or incongruent for funding under the CDBG Public Services Grant program.

## **VII. Matching Criteria**

Applicant organizations must pledge, secure and then document resources to match the CDBG funds requested. A minimum of 25% match of the grant request is mandatory. For example, a \$4,000 grant request requires a minimum of a \$1,000 value match. Matches may include cash, volunteer labor or in-kind contributions.

These match elements may be blended together to make the required total match, provided each match element is truly needed to complete the project.

In the application, the applicant must demonstrate that the match will be under its control at the ***start*** of the project. Control of the match can be demonstrated in a variety of ways. For example, control of a cash match can be demonstrated by bank statements or signed pledge sheets (on organizational letterhead). Pledge sheets can also be used to evidence volunteer time commitments. Letters from donors (on organizational letterhead) stating their commitment to contribute the value of the donation can be used. Letters from contributors (on organizational letterhead) of professional services stating their commitment to participate and the market value of their services is also acceptable. Note that the value of professional services counted toward the match shall be based upon the reasonable and customary value of the service rendered.

Volunteer labor will be valued at **\$14.00 per hour** for the purpose of calculating the value match. Time devoted to planning projects, preparing the application, and fund raising will not be considered part of the match. Technical assistance from the City will be available to help applicants prepare their applications and value their match, but may not be counted as part of the matching calculation.

For all elements of the match, the applicant must be prepared to justify that the amount and types of contributions proposed are accurate projections and appropriate to the proposed project. The proposed match elements must be expended during the project's implementation. To be credited as match, all resources provided by the applicant must be expended after award of grant by the City and by the completion date of the project.

Applicants must use the Match Worksheet on page 22 to help calculate the total required match for their project and include this as an attachment to their application.

Match documentation must be included with the application and in the first or final monthly report, whichever is applicable.

## IX. Project Selection and Approval Process

There is no minimum or maximum grant award. However, please be mindful that there is only approximately **\$64,990** available for allocation. Before applications are submitted to the Citizens Advisory Council (CAC) for review and approval, Community Development staff will make a preliminary determination that the proposed project is eligible and that the application meets the minimum requirements for completeness and timely submission. Applications received after the deadline for submission ***will not be considered for the advertised funding round.***

The CAC will review proposal applications at their **February 25, 2016** meeting. A project representative will be required to attend the CAC meeting to answer any questions about the proposal. City staff will contact CDBG applicants concerning this meeting to establish a date and time for the presentation.

Awards will be announced following the CAC's **February 25, 2016** meeting, unless otherwise agreed upon by the CAC.

## X. Contractual Agreements

Grant recipients, also referred to as Subrecipients, will be required to enter into a contractual agreement with the City of High Point in order to receive a CDBG public service grant award. The Subrecipient contract will contain the federal requirements for receiving a federal grant, under the CDBG program. The contract will also contain the Subrecipient program description, timeframe, budget, scope of services, reporting requirements, and outline other federal requirements. The signature page will contain the signatures of persons authorized to enter into contractual agreements. The signature of the Subrecipient Executive Director and Board Chair will legally obligate the Subrecipient to the terms and conditions of the contract.

No funds will be disbursed until both the organization and the City have signed the contract. No reimbursement for expenses of projects which occur prior to entering into a written contract will be honored. A formal contract is mandatory, regardless of the amount of the grant awarded. Applicants are responsible for knowing and understanding the terms of their contracts and deadlines for submitting documentation and reports. All projects must be completed and all funds must be expended by the end of the program year (June 30).

**Project Description.** The project description is derived from the Subrecipient's application for funds (proposal), along with information provided by Subrecipient during the oral presentation before the CAC. It is the Subrecipient's responsibility to ensure that the project description is accurate and complete.

**Scope of Services to Be Performed.** The project's intent, general work plan, and scope of services as described in the contract must be the same as that contained in the approved application and/or recommendation by the CAC. Once a grant has been awarded, neither the Scope of Services nor the Budget can be changed without prior approval by staff or the CAC. However, upon approval by Community Development staff, minor revisions to the specific scope and budget may occur to accommodate circumstances or information that becomes available between the time of the application, contract execution, and completion of the project. Significant project or budget revisions must receive CAC or City Council approval, depending upon the nature of the request. It is the Subrecipient's responsibility to understand the expectation of the Scope of Services to be performed prior to signing the contract.

**Time Frame for Completing Project.** The services of the Subrecipient and the Project shall commence as soon as possible after the execution of the contract and shall be completed by the agreed completion date or no later than *June 30, 2017*.

**Budget.** The Subrecipient must implement the project in accordance with the approved budget. The Subrecipient is responsible for expenditures above and beyond the funds approved and described in the contract. Subrecipients may not change budget line items without City approval. Approved budget line items may be increased or decreased with prior City approval.

**Disbursement of Funds.** Funds will be disbursed through a voucher reimbursing the Subrecipient for expenses incurred in accordance with the contract's Scope of Services and Budget. Community Development staff will work with the Grantee to determine the best method of awarding funds to accomplish the proposed project. Reimbursement will be made upon the presentation of paid receipts and paid invoices for eligible expenses and a detailed description of expenditures. Subrecipients may be required to provide proof of payments, such as with copies of cancelled checks. Reimbursement cannot be approved for ineligible expenditures or eligible expenditures with lost or vague receipts. The City makes the final decision whether a tendered receipt is eligible and valid.

Subrecipients will be expected to spend the grant in a timely manner. Subrecipients who cannot spend all or part of their grant must notify the City so that unneeded funds may be reallocated to other groups. Grant funds are not transferable by the subrecipient to another party. A penalty may be imposed upon grant recipients who are unable to spend grant funds in accordance with their contract and who fail to inform the City in sufficient time to reallocate the funds. Penalties will be decided by the CAC on a case-by-case basis.

**Changes in Contract.** The Subrecipient may not change the terms or provisions in the contract or substitute approved budget line item expenditures without prior written approval by the City.

**Records and Reports.** The Subrecipient is required to maintain and report demographics and statistics of its project beneficiaries, regardless of the amount of the grant, and to make monthly reports to the City describing its activities and accomplishments. The Subrecipient must agree to maintain its project records and copies of reports for a minimum of three years. Subrecipients who are late with reports may be suspended from applying for future CDBG funds during the next funding round.

**Audits, Inspections, and Monitoring.** The City will audit and/or monitor the progress of the Subrecipient via monthly reports, telephone calls, and on-site monitoring visits. The Subrecipient must facilitate monitoring visits and have appropriate records and copies of reports available for inspection upon request by the City and/or HUD. The Subrecipient must provide the City with a copy of its most recent annual audit.

**Suspension or Termination of Contract.** Suspension or termination may occur if the Subrecipient materially fails to comply with any term of the contract or other federal, state or local statutes and regulations governing the City with respect to compliance, whether herein stated or not.

**Subsequent Grants.** Continuous CDBG grants are not guaranteed and should not be relied upon as sustaining funds. Subrecipients may not be awarded a second grant until the first funded project has been successfully completed and a satisfactory project completion report has been filed. *Subrecipients that fail to carry out their projects satisfactorily will not be eligible to apply again for at least one year from the time of the original application. The CAC will establish penalties for nonperformance on a case-by-case basis.*

**Other Requirements.** Projects under contract with the City of High Point must be in compliance with all applicable federal, state, and local laws. Projects involving public property must receive the permission of the appropriate governmental jurisdiction to enter onto public lands. Projects involving private property must have the permission of the property owner(s) involved. It is the responsibility of the applicant to obtain appropriate permission and any permits normally required for particular activities (e.g. street use permits). Permitting Fees may be incorporated into the budget at the time of application.

It is the responsibility of the applicant to obtain written waivers of liability from all volunteers before commencement of the project.

**Fiscal Agent.** Applicants without the capacity to receive advanced funds for reimbursable activities may be asked to work with a fiscal agent. Examples of potential fiscal agents include churches, local businesses, and non-profit organizations. The applicant may, therefore, be different than the project's contractor for funds.

**City Disclaimer:** The City reserves the right to revise grant program guidelines and eligibility criteria as it deems necessary and appropriate and to correct written errors without prior notice.

## **XI. Administration**

The CDBG Subrecipient Public Service Grant program will be administered by the Community and Neighborhood Development staff in consultation with the Citizens Advisory Council (CAC). The ***Community & Neighborhood Development Division is located at 201 Fourth Street, High Point, NC 27260.*** Staff will provide *technical assistance* as needed to applicants and grantees of CDBG grant funds. Staff will also conduct on-site monitoring visits and project evaluations during and at the end of the fiscal year.

## ***XII. Technical Assistance***

Community and Neighborhood Development staff will gladly assist applicants in the preparation of their CDBG application. It is best, however, to make an appointment as early in the planning process as possible. Please do not wait until just days before the deadline to request assistance, as staff may not be able to give you the time necessary to assist you fully. ***While staff will be available to provide guidance on the grant process, the applicant is ultimately responsible for successfully completing the application and all necessary reports related to CDBG funding. It is the applicant's responsibility to ask questions or follow up on any issues that are not clear. To request technical assistance please call:***

Community Development and Housing Department  
Community and Neighborhood Development Division  
City of High Point  
P.O. Box 230  
201 Fourth Street  
High Point, NC 27261  
(336) 883-3689  
(336) 883-3041

FAX NUMBER: (336) 883-3046

TDD NUMBER: (336) 883-8517



or...Visit our Website at [www.highpointnc.gov](http://www.highpointnc.gov)

### ***XIII. CDBG APPLICATION GUIDELINES AND FORMAT***

Please follow the mandatory format for providing project information. Address each question in your written application. Proposals not following this format or lacking requested information will be disqualified.

Churches and religious-based organizations may apply for CDBG funds, however, the projects and activities must not be religiously oriented. Certain restrictions will apply. It is recommended that you consult with staff to ensure your project is eligible prior to submitting your application.

Reproduce or use the CDBG application as written. Type your proposal following the mandatory format. Number your pages and staple. Submit the original and keep a copy for your records.

Please submit additional supporting documentation such as brochures, newsletters, maps or other required materials as an attachment.

All project proposals must comply with all local, state, and federal laws and regulations. Upon approval of funding, you will be required to enter into a contractual agreement that will include all terms of the services to be performed and grant conditions.

***All CDBG projects must operate from July 1, 2016 through June 30, 2017.*** Project expenses that are incurred prior to July 1, 2015 are not eligible for reimbursement. Upon grant approval, funds are either advanced prior to the project or reimbursed after the project is completed. Some organizations may not qualify for advanced grant funds and can only be reimbursed after providing adequate documentation. If the payment method is critical to your project, call the City's Community and Neighborhood Development Division at 883-3689 to find out if your organization may receive advanced funds.

***The deadline for submission of applications is Friday, January 8, 2016 at 4:00 p.m.*** This means that your application must be *received* by the Community and Neighborhood Development Division by that date. The City is not responsible for misdirected, late, or lost applications. It is recommended that applicants submit the funding application before the deadline in the event that additional information is needed.

Submit CDBG funding applications to: Lauren Atwell-Bass, Community Resource Specialist, Community & Neighborhood Development, P.O. Box 230, High Point, North Carolina 27261, or bring to 201 Fourth Street, High Point, NC. For further information, call 883-3689.





**City of High Point**  
**Community Development Block Grant (CDBG) Program**  
**.Application for CDBG Subrecipient Funding**

*(For funds available July 1, 2016)*

1. Date of Application:
2. Name of Agency or Organization:
3. Contact Person(s) and Title(s):
4. Physical address/location of agency office:
5. Mailing Address for correspondence  
and payments of grant:
6. Telephone Number(s): Cell phone:
7. Fax Number:
8. Email address:

9. Project Name (please keep it short):

10. Amount of funds requested (round to nearest \$50):

11. Previous CDBG grants to your agency:

<u>Year</u>	<u>Amount (s)</u>	<u>Purpose</u>
2015		
2014		
2013		
2012		

12. Do other local agencies provide services similar to your agency?  
How are your programs different?

13. Describe Your Organization and its Mission:

14. Physical address and/or locations of proposed project activities:  
(State specifically where your project activities will take place, using street boundaries or street addresses and include a map showing where project activities will occur)

15. Describe the project and specific activities to be implemented using CDBG funds:

- 16. List the project's measurable goals (numeric) and objectives. Use numbers and dates as well as the projected number of persons, youth or households to be served:**
- 17. Date project is to begin:**
- 18. Date project will be completed:**
- 19. How will this project address the needs of low and moderate-income persons or communities?**
- 20. Applicants must demonstrate that the selection of clients is an objective process and Subrecipient may not limit participation on the basis of race, gender, nationality, ethnicity, religion, creed, or disability. How will your project comply with this expectation?**
- 21. If this project is sponsored by a church or religious group, participation may not be limited to members of the church. What efforts will you make to ensure that the community at-large is aware of this project and the opportunity for participation?**

**22. Provide as an attachment, a detailed budget for this project. List both proposed CDBG funds and other *committed Match* funds that will be used to complete the project. Also list any additional *committed* in-kind contributions, donated professional services and fees, and other resources being applied as Match to complete this project. Show a detailed breakdown of individual items. Use specific descriptions, not broad categories (see guidelines for examples). Detailed budget must include:**

- Expense with Description
- CDBG Funds Requested
- Matching Funds or Contributions
- Source of Match
- Date Matching Funds or Contributions will be available

**23. Will this project be undertaken if CDBG funds are not available or the amount granted is less than requested? Have provisions been made to this effect?**

**24. Identify who will be in charge of planning, implementing, follow-up, and seeing that the project is completed as planned.**

**Name/Title/Phone Number/Email Address:**

**25. Identify who will be responsible for keeping appropriate records concerning CDBG grant funding expenditures and preparing the monthly reports.**

**Name/Title/Phone Number/Email Address:**

***My signature indicates that I have read the program guidelines and am willing and capable of compliance. I am also authorized to apply for grant funds.***

**Submitted By:** \_\_\_\_\_  
**Signature** **Date**

\_\_\_\_\_  
**Signature of Executive Director:**

\_\_\_\_\_  
**Signature of Board Chair**

## **MATCH WORKSHEET**



**Amount of Grant request:** \$ \_\_\_\_\_

\$ \_\_\_\_\_ x 25% = \$ \_\_\_\_\_  
(Grant Request) (Required Match Value)

**Matching Funds:** \$ \_\_\_\_\_  
(put a zero if not applicable)

Source of funds:

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Describe:

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**Matching Volunteers:**      **Number:** \_\_\_\_\_

Each volunteer will work \_\_\_\_\_ hours per week

Total number of volunteers: \_\_\_\_\_ x Projected Hours \_\_\_\_\_ per week  
x \_\_\_\_\_ x \$14.00/per hour = \$ \_\_\_\_\_  
(projected weeks) (volunteer match value)

*Provide as an attachment, a list of volunteer names and identify what work/function they will perform in relation to this project.*

**In-Kind Contributions:**

Source of funds: \_\_\_\_\_

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Describe: \_\_\_\_\_

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### *Sample Budget*

#### **Project: After School Tutoring**

<u>Expense Description</u>	<u>CDBG Request</u>	<u>Matching Funds</u>	<u>Match Source/ Date Available</u>
Reading Flash Cards 4 sets @ \$7.00	28.00	-0-	
Instructor Educational Booklets 10 @ \$12.50 each	120.00	-0-	
Paper, pens, pencils, files, notebooks, etc.	300.00	50.00	Church donation (7/1/15)
Office/Project Space In-kind donation from the church, valued at \$50.00 wk X 15 Weeks or \$750.00	-0-	750.00	Church donation (7/1/15)
5 Volunteers will work 2 hours for 2 days per week for 15 weeks. Calculated at a value of \$14.00 per hour or \$4,200	-0-	4,200.00	Church donation (7/20/15)

**TOTAL**                      \$448.00              \$5,000.00  
Round to: \$450.00

Grant request:                      450.00  
Required Match:                      450.00 x 25% = \$112.50  
Matching Funds (Cash):              50.00  
Matching Project Space (In-Kind):      750.00  
Matching Volunteer Hours:              4,200.00  
Describe the source of matching funds: W. Church where program will be  
conducted



#### **XIV. APPLICATION CHECKLIST**

***Use this checklist to ensure that you have included key information in your application.***

- ☐ You have read the grant program guidelines carefully and have complied with each provision.
- ☐ Your application is dated.
- ☐ You followed the mandatory format for preparing the grant application.
- ☐ The person listed as the contact person is knowledgeable about the project and application and is aware that they are listed as the contact person.
- ☐ Reliable telephone numbers are listed.
- ☐ You included the correct mailing address for correspondence and grant payments.
- ☐ You have rounded the funding request to the nearest \$50.00.
- ☐ Your project description includes essential information:
  - ☐ Who will implement the project
  - ☐ What activities will take place under the project
  - ☐ When the project will begin and end
  - ☐ Where the activities will take place
  - ☐ Why the project is needed
  - ☐ How the project will address a community need
- ☐ Your detailed project budget is provided as an attachment and the proposed budget is a reliable projection of the project's expenses and revenue related to this project.
  - ☐ A letter (on organizational letterhead) from donors committing Matching funds and/or in-kind services/goods is provided as an attachment
  - ☐ A listing of volunteers is attached indicating what dates and hours will be committed to the project
- ☐ Your project goal and objectives contains measurable numbers and dates or time frames as well as the projected number of people and households to be served.
- ☐ A specific location is listed to identify activity sites and a map is included as an Attachment





The application is signed by the submitter and/or, Executive Director Board Chairperson.



Your certification as a 501(c) 3 non-profit organization is included as an attachment.



Your most recent certified audit is included as an attachment.